Nov 2024

**Wyndham City Council Landscape Handover Checklist**

The Handover (HO) Checklist is to be completed and submitted to Council when requesting a Handover inspection. Please request an inspection by contacting Landscape Urban Design Subdivisions [subdivlud@wyndham.vic.gov.au](mailto:subdivlud@wyndham.vic.gov.au)

Once completed and submitted to Council, a HO inspection will be scheduled with the nominated site representative. Council requires a minimum of two weeks notification to schedule a HO inspection. HO will be granted at the discretion of the Council officer.

If items in this checklist are installed and not deemed acceptable, not constructed or maintained according to Council or horticultural standards, and/or not in accordance with the endorsed landscape plan at HO, the inspection will be recorded as a failed inspection.

A failed inspection will also result if checklists are found to be filled out incorrectly and do not reflect the conditions found on site in the time between submission and inspection.

For any enquiries regarding Council Hanover inspections, please contact Landscape Urban Design Subdivisions [subdivlud@wyndham.vic.gov.au](mailto:subdivlud@wyndham.vic.gov.au)

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| **Developer**: Click or tap here to enter text.  **Name of Estate Development**: Click or tap here to enter text.  **Estate Stage**: Click or tap here to enter text.  **LS number**: Click or tap here to enter text. | |
| **Date**: Click or tap here to enter text. | **Nominated Site Representative**: Click or tap here to enter text.  **Contact No / Mobile** Click or tap here to enter text. |

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| **Information to be provided to council prior to Handover** | | | |
|  | Yes | No | N/A |
| As-built plans in PDF, AutoCAD and O-Spec, (or any other format required by Council) |  |  |  |
| Playgrounds and Fitness Equipment, all play and fitness space areas have undertaken a Risk Assessment Audit by a suitably qualified Independent Risk Assessment Auditor. The Report is to be submitted to Council. |  |  |  |

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| **General** | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| Site is clean, free from rubbish and graffiti. Hardscape elements are as detailed and in good order.  All aspects of landscape are safe and pose no hazard. | Choose an item. | Click or tap here to enter text. |
| The site is in accordance with the approved landscape construction drawings, is ready for handover to Council. | Choose an item. | Click or tap here to enter text. |
| All hard landscape equipment is installed in accordance with the approved plans and have been appropriately maintained during the two-year maintenance period. | Choose an item. | Click or tap here to enter text. |
| All (gravel) paths and pavements are of sound construction and built to Councils required standards, do not contain any tripping hazards and have been appropriately maintained during the two-year maintenance period. | Choose an item. | Click or tap here to enter text. |

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| **Grassed Areas E.g. Parks and Nature Strips and (Road) Reserves** | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| Grassed areas are installed as per approved drawings.  Or as per Wyndham City Council Landscape Development Levels of Service document standards. | Choose an item. | Click or tap here to enter text. |
| Grass is no longer than 100mm and no shorter than 40mm, all edges have been appropriately trimmed where required. | Choose an item. | Click or tap here to enter text. |
| Grass is displaying even, healthy vigorous growth and must have a coverage of minimum 90%. | Choose an item. | Click or tap here to enter text. |
| No grassed area will contain unacceptable amounts of inappropriate turf grass species such as pasture grasses an environmental weed. | Choose an item. | Click or tap here to enter text. |
| Grassed area is free of pests, diseases and no significant areas/amounts of broad-leafed weeds are present. | Choose an item. | Click or tap here to enter text. |
| Grassed areas are level, any areas where soil has subsided or have been dug out are top-dressed to original required level. | Choose an item. | Click or tap here to enter text. |
| There is an even transition between grassed area and adjoining hard surfaces, footpaths, this to minimise tripping hazards and mowing obstacles. | Choose an item. | Click or tap here to enter text. |

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| **Garden Beds** | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| Garden beds are in neat order and free of litter. | Choose an item. | Click or tap here to enter text. |
| Garden beds are free of weeds, or any small weeds have been sprayed. | Choose an item. | Click or tap here to enter text. |
| Garden bed edges are clearly defined. | Choose an item. | Click or tap here to enter text. |
| Any edging material between garden bed and path does not encroach onto path. | Choose an item. | Click or tap here to enter text. |
| Any dead, diseased, poor performing, or missing plants have been removed and replaced a minimum of three months prior to handover. Proof of planting date is provided if required. | Choose an item. | Click or tap here to enter text. |
| Mulch is to a minimum 75mm deep and covers the whole garden bed. | Choose an item. | Click or tap here to enter text. |
| All rocks are stable, free from sharp edges and do not cause a tripping hazard. | Choose an item. | Click or tap here to enter text. |
| All shrubs, plants and ground covers overhanging on to footpaths and being an obstacle have been pruned away. | Choose an item. | Click or tap here to enter text. |
| All species used, and densities are in accordance with approved plans and reflected on as constructed plans. | Choose an item. | Click or tap here to enter text. |

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| **Trees** | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| All tree stock is installed and maintained according to the Wyndham City Standards and Specifications Manual and the Australian Standard, AS 2303:2015 Tree Stock for Landscape Use. | Choose an item. | Click or tap here to enter text. |
| Trees are correctly planted with top of root ball even with surrounding ground surface. | Choose an item. | Click or tap here to enter text. |
| All trees have a mulched ring at least 1.2m in diameter and 150mm in depth. The mulch is clear of the trunk of the tree. | Choose an item. | Click or tap here to enter text. |
| All water wells and stakes and ties will be removed. If the tree requires them to remain, council must be notified. | Choose an item. | Click or tap here to enter text. |
| All weeds and any suckering material have been removed. | Choose an item. | Click or tap here to enter text. |
| All trees have a single straight leader. Trees will not be accepted with damaged or multiple leaders. | Choose an item. | Click or tap here to enter text. |
| Trees are planted at correct offset distances, as specified. | Choose an item. | Click or tap here to enter text. |
| Trees are of sound structure and display good health and are free of disease and pests. | Choose an item. | Click or tap here to enter text. |
| All species are in accordance with approved plans/constructed plans. | Choose an item. | Click or tap here to enter text. |
| The root ball of all trees planted twelve months previously or more does not move. Any tree where movement occurs should be replaced. | Choose an item. | Click or tap here to enter text. |

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| **Hard Landscape Features** | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| All seats, tables and decking are free from damage, installed and treated as specified. Timber railings and furniture are cleaned and oiled. | Choose an item. | Click or tap here to enter text. |
| Drinking fountain(s) are connected (by licenced plumber) functioning, clean and free from damage. | Choose an item. | Click or tap here to enter text. |
| Toilets, certificate of compliance to be provided from licenced plumber. | Choose an item. | Click or tap here to enter text. |
| Barbeque, all BBQ’s are installed correctly, free from damage, clean, connected and functioning. Locks on barbeques to be changed to Wyndham City’s standard A5101, at the developer’s expense. | Choose an item. | Click or tap here to enter text. |
| Litter and recycling bins (if provided), bin enclosure/stands are free from damage and contain appropriate inner bins. Litter Bin lock barrel must be of the standard square or diamond shape and Council requires to be presented with keys at handover. | Choose an item. | Click or tap here to enter text. |
| All walling and fencing are free from damage and engineers certificate provided where appropriate. | Choose an item. | Click or tap here to enter text. |
| Soft fall areas are free of hazardous material and are topped up to Councils specifications. | Choose an item. | Click or tap here to enter text. |
| All paths and pavements are of sound construction, free from cracks, damage, trip hazards and built to Council required standards and specifications. | Choose an item. | Click or tap here to enter text. |
| Edging, all edging is free from hazards and installed to suitable levels. | Choose an item. | Click or tap here to enter text. |
| Fencing, all fencing is free from damage and treated as specified. | Choose an item. | Click or tap here to enter text. |
| Bollards, all bollards are free from damage, installed to correct height, in suitable alignment and treated as specified. | Choose an item. | Click or tap here to enter text. |
| Public art, sign off from the engineer to verify that the artist has installed the artwork in accordance with engineering specifications. | Choose an item. | Click or tap here to enter text. |
| Structural elements, all structural elements are free from damage and treated as specified. Where applicable structural certification inspection documentation, certificate of final completion has been submitted to Council. | Choose an item. | Click or tap here to enter text. |

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| **Irrigation System** | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| All components of system are functional. | Choose an item. | Click or tap here to enter text. |
| Automatic controller stations have been set to seasonal settings. | Choose an item. | Click or tap here to enter text. |
| All irrigation systems have been flushed and are in good working order. | Choose an item. | Click or tap here to enter text. |
| As built drawings indicating fittings and pipe locations including dept., have been supplied to Council together with Irrigation Maintenance Manual and keys to controller box. | Choose an item. | Click or tap here to enter text. |

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| **Wetland Systems**  Refer to maintenance requirements contained in Melbourne Water documents listed in Technical Note MW1 Wetlands Establishment. Council requires that all Melbourne Water Maintenance standards are to be met. | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| MW reference number provided. | Choose an item. | Click or tap here to enter text. |
| All wetland systems and surrounds are free of weeds and litter. | Choose an item. | Click or tap here to enter text. |
| No wetland system is to include Typha sp (Combungi) or Cyperus involucratus (Umbrella Sedge). Wetland and adjacent landscape or revegetation area is not to contain significant amounts (as determined by Council officer) of environmental weeds. | Choose an item. | Click or tap here to enter text. |
| Inlets are adequately rocked to prevent erosion around pipes and infrastructure. | Choose an item. | Click or tap here to enter text. |
| All wetlands, Bio retention cells and surrounding landscapes have been constructed according to submitted and approved plans. | Choose an item. | Click or tap here to enter text. |
| All Bio retention cells and sediment ponds and GPT to be maintained by Council are, if required, emptied of silt. Evidence of works performed will be required in order to receive HO. | Choose an item. | Click or tap here to enter text. |
| Drainage, all drains are clear of silt, debris. No evidence of pooling or stagnant water is present and all silt traps have been removed. | Choose an item. | Click or tap here to enter text. |
| All vegetation protective netting that was installed to assist vegetation establishment is removed. | Choose an item. | Click or tap here to enter text. |
| Indigenous vegetation, where stated on submitted and approved Landscape Plan for stock to be of local provenance, evidence of provenance must be provided, if required. | Choose an item. | Click or tap here to enter text. |

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| **Existing Attributes** | | |
|  | **ITEM MET? (Y/N/NA)** | **Comments** |
| Indigenous vegetation and natural rock/landscape areas have been adequately protected during maintenance period and are in acceptable condition. | Choose an item. | Click or tap here to enter text. |
| Remnant trees have been adequately protected during maintenance period and are in acceptable condition. | Choose an item. | Click or tap here to enter text. |
| Heritage listed structures or sites such as rock fencing or aboriginal sites have been adequately protected during maintenance period and are in acceptable condition. | Choose an item. | Click or tap here to enter text. |

**Site Representative**

Name: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

**Comments:** Click or tap here to enter text.